

OL/FMD WEEKLY REPORT

PERIOD ENDING 14 SEPTEMBER 1988

1. Progress Reports on Tasks Assigned by or of Interest to Senior Management:

None.

2. Major Events that Have Occurred During the Preceding Week:

a. ILSP

25X1 1. Representatives from Smith, Hinchman & Grylls (SH&G) visited Headquarters on 08 September 1988 for the 95% review of construction drawings for DDO/PPS space on the 4th floor of the NHB. In addition, SH&G conducted a survey of 60,000 square feet of DDA/OP space for the preparation of construction documents. [redacted]

25X1 2. The Office of Communications equipment move to NHB scheduled for 19 September will be supported as needed by Allied and the Maintenance Branch. [redacted]

25X1 *gls* 3. On 9 and 10 September 1988, BSB moved 112 OEA/DDI personnel from the fourth floor OHB to the N. Tower sixth floor NHB. The move required 8 1/2 hours (actual moving time) and consisted of approximately 1522 boxes and 600 pieces of office furnishings. [redacted]

b. Scattergood-Thorne Property Renovation:

25X1 1. Construction documents for placing a fence along the front of the Scattergood property were completed and ready for bid. [redacted]

*who, when
Details?*

CONFIDENTIAL

25X1 2. Re-roofing of the main and guest houses is underway. The project is approximately 60% complete and is scheduled to be finished circa 15 September.

c. Child Day Care Center (CDCC): The National Capital Planning Commission (NCPC) has approved the Child Day Care Center project as submitted. Hitt Contracting, Inc. was the low bidder with a total cost of the contract of \$1,755,826.00 including all alternates.

d. Significant Outages of Services/Utilities:

1. There was a momentary power interruption to the substation in "c" vault on Monday morning, 09 September 1988 while Allied was performing Preventative Maintenance (PM) on the main breakers in the switchgear. The interruption was due to internal physical damage on the breaker that was not detectable during normal PM. The breaker was repaired and the system was restored to normal operation after 1800 hours on the same day.

2. Boiler Malfunction: Examination of the interior of Boiler Number 3 disclosed some apparent damage to fire wall as a result of the internal explosion which occurred on 29 August 1988. Further inspection for damage to tubes and drums using Borescope equipment will be done as part of previously planned architect-engineer project to renovate and modify Boilers 1 through 4. Contract for this project is scheduled for award by 15 September 1988.

e. Significant Art/Interior Design Projects:

✓ 1. A special exhibit of posters reflecting the golden anniversary of the WPA New Deal for American Art, 1933-43, was arranged by the Interior Design Staff in the Executive Dining Room. Members will be able to enjoy this display for at least two months.

✓ 2. The Interior Design Staff supported the Hispanic Heritage celebration with a display of oil and watercolor paintings by three southwestern artists. These works by Bill Rakocy, Manuel Acosta and Prescilliano Romero will be shown in the Headquarters Exhibit Hall through Family Day, 01 October 1988.

2
CONFIDENTIAL

25X1 f. Jogging Track Project: Actions are under way to obtain a construction contract. [redacted]

g. South Side Chilled Water Line Repairs: Week of 06 September 1988 the evaluation team ranked Bechtel as first choice to design for repairs of the south-side chilled water line. On 9 September members of the evaluation team visited Bechtel National, Inc., to discuss the problem and determine their interest in the project. A scope of work will be forwarded to the Contract Staff for this effort.

25X1 h. Significant Customer Service Efforts: C/SR/BSB, met with 25-30 senior secretaries of the Office of Communications, Logistics, and Finance [redacted] to continue the canvassing of all Agency Directorates concerning administrative supply items needs for the present and future the procedures used to determine which items are to be deleted from stock and new items to be added to the inventory were explained in detail. [redacted]

25X1 j. Due to the heavy rains on 4 September 1988, further water contamination in our gasoline storage tanks was experienced. A total of sixty-five gallons of water were removed from the storage tanks on 7 September 1988. The contractor will be returning the week of 12 September to pressure test the tanks and determine where the leak is located. Once the leak is located, a proposal will be submitted by the contractor to repair or replace the storage tanks. [redacted]

old need
ED - M
Pls advise
FWD are
want of
attached
briefing on
this soon.
Done

25X1

25X1

3. Upcoming Events:

None

4. Management Activities and Concerns:

a. On Tuesday, Mail and Courier Branch, Facilities Management Division/OL welcomed three new staff employees and two new Ogden Allied personnel into the organization.

25X1
25X1

d. Work continues on development of the integration plan for FMD and RECD.

25X1

[redacted] Chief
Facilities Management Division

~~CONFIDENTIAL~~
~~SECRET~~

CONFIDENTIAL